

14.1 Information Sources

Case docket information sources are currently by date range. All date ranges are approximate.

Access CM/ECF (with PACER interface) to locate Civil and Criminal Cases filed since 1990

View microfiche (looking at Courtran data) available at the court's intake counters for civil and criminal case information from 1979 to 1990. View microfilm (paper docket sheet information) available at the court's intake counters for criminal information dated 1971 to approximately 1983 and civil case data from 1967 to approximately 1988.

14.2 Search Guidelines

The system requires a minimum of two characters (alphabetic or numeric) to begin a search. A wildcard (*) symbol may be used in place of a character before the two known or after the two known characters entered. Entry of the wildcard character before the two known characters will generate a very broad search result. The system will view the two known characters as a string and display any names which contain the string.

Alternatively, use of the wildcard symbol following the two known characters will generate a report containing only those names which begin with the two known characters. The addition of known characters will further limit the search results. If more than one case/person meets the criteria, the user must select one from the generated list and then choose what data to view.

14.3 Query

The Query main menu option allows users to search for specific case information by name or case number such as docket report, alias, attorney, party, or associated case information. Some options, like the motions report or Speedy Trial report under queries, will involve further selection criteria by the user. Users should note that name fields are not case sensitive and can be for both parties or for attorneys. Users may further refine their search for case specific information on the Query sub-menu to reduce PACER charges by selecting the most appropriate item.

14.4 Reports

The Reports main menu option allows users to search for district wide information for both civil and criminal cases. Menu selections are predicated upon the user's access level. In most report selection screens, the following rules apply:

- If a selection box displays more than one choice, multiple items may be selected.
- If a selection list includes a blank item, it can be used to select "all".
- If multiple selection criteria is specified, i.e. judge and office, only those items for which both are true will be retrieved.

(a) Docket Sheet

The Docket Sheet report displays the cover page and selected docket entries for a single case. If a document range is specified, docket entries which do not have an associated document will not be listed. This report is the same as generated via the Query menu option Docket Report. Registered Users will be able to view the Notices of Electronic filing by selecting Docket sheet and checking the box to include the links to the Notice of Electronic Filing. When viewing the generated docket sheet, the user may click on the icon next to the document number to display the Notice of Electronic Filing for that transaction.

(b) Civil Cases Report

This report displays a summary list of cases selected by numerous criteria: terminal digit, judge, office, nature of suit, case number, date filed, and date termed.

(c) Criminal Cases Report

This report displays a summary list of cases selected by numerous criteria including judge, office, case flags and pending/terminated/fugitive and/or non-fugitive defendants. **(d) Civil and Criminal Selected Reports**

(1) Calendar - Events: (See [Appendix G](#)) This report displays the selected date range cases which include the case(s) and calendar items matching the selection criteria. Event Subset sorted by time or divisional office location. The user may select only pending schedules or include terminated schedules.

2) Docket Activity: The Docket Activity Report displays a summary of docketed events selected by numerous criteria; start date, end date, judge, office, category, event or case number. Each item listed includes a case number hyperlink to a docket report and a link to the related PDF document. This report will be the Data Quality resource for court staff to monitor postings made by chambers and counsel. Key events will require additional attention by court staff. If necessary, counsel may be notified by the Clerk's Office if a posting requires editing.

(3) Written Opinions: This report allows the user to view those documents designed as

opinions in the system. There are no PACER charges incurred when viewing opinions.